

DEPARTMENT OF THE ARMY
 DEVENS RESERVE FORCES TRAINING AREA
 Devens, Massachusetts 01432-4424
 12 February 1998

Information Management
PUBLISHING AND PRINTING PROGRAM

HISTORY. This is the first publication of this regulation under the Devens Reserve Forces Training Area (RFTA).

SUMMARY. This regulation covers policies and procedures for duplicating and printing, development and control of publications and blank forms, publications stockroom management, forms management, and office copier management.

APPLICABILITY. This regulation applies to Devens RFTA directorates, staff activities, and serviced tenant units.

SUGGESTED IMPROVEMENTS. The proponent of this publication is the Directorate of Information Management (DOIM). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Devens RFTA, ATTN: AFRC-FAD-IM, Devens, MA 01432-4424.

CONTENTS				
CHAPTER	TITLE	PARA	PAGE	
1	PRINTING CONTROL PROGRAM			
	Purpose	1-1		3
	Responsibilities	1-2		3
	Preparation	1-3		3
2	DEVENS RFTA ADMINISTRATIVE PUBLICATIONS			
	Devens RFTA Command Policy Memorandum	2-1		4
	Command Memorandums of Instruction (MOI)	2-2		5
	Standing Operating Procedures (SOP)	2-3		5
	Command Publications	2-4		6
	Publications Review Program	2-5		7
	Sample Staffing Memorandum	Fig 2-1		8
3	PUBLICATIONS STOCKROOM MANAGEMENT			
	Account Management	3-1		9
	Devens RFTA/FORSCOM/USARC Publications	3-2		9
4	FORMS MANAGEMENT PROGRAM			

CHAPTER	TITLE	PARA	PAGE
	Purpose	4-1	10
	Objectives	4-2	10
	Responsibilities	4-3	10
	Policies and Procedures	4-4	11
	Categories of Forms	4-5	11
	Form Numbers	4-6	12
	Local Reproduction Authority	4-7	12
	Reproduction Prohibited	4-8	12
	Method of Distribution	4-9	12
	Automated Forms	4-10	12
5	OFFICE COPIER MANAGEMENT		
	Prerequisite Actions	5-1	13
	Requests for Copiers	5-2	13
	Copier Maintenance	5-3	13
	Sample Format Memorandum for Copier Requests	Fig 5-1	14
APPENDIX			
A	TEMPLATE FOR PUBLICATIONS		A-1
	Tabs	A1	A-2
	Page Layout	A2	A-2
	Title Lines	A3	A-2
	Preamble	A4	A-3
	Table Of Contents	A5	A-3
	Line Format	A6	A-4
	Line Spacing	A7	A-4
	Page Numbering	A8	A-4
	Signature Block	A9	A-5

CHAPTER 1. PRINTING CONTROL PROGRAM.

1-1. Purpose. This chapter prescribes the objectives, policies, responsibilities, and procedures governing the Devens RFTA Printing Control Program.

1-2. Responsibilities.

a. The Directorate of Information Management (DOIM) will:

(1) Supervise the Printing Control Program of the Devens RFTA.

(2) Designate the Devens RFTA Printing Control Officer (DPCO).

b. Staff directorates and activities will designate by informal memorandum, the names and telephone numbers of individuals who are authorized to submit requests for printing and duplicating to DOIM.

c. The DPCO will request only the least expensive materials, construction processes and number of copies that will achieve the intended purpose of the product and should ensure that:

(1) Work requested is essential and that the contents of each page of material has been proofread and reviewed for accuracy, completeness, and format.

(2) Distribution requested is on a “need-to-know” basis, but is sufficient to meet minimum requirements.

(3) Work requested meets the guidelines in paragraph 1-3 below.

1-3. Preparation. The following guidelines establish the procedures for submission of materials to the Defense Automated Printing Service (DAPS). These guidelines are applicable to all directorates and activities requesting duplicating services.

a. All items submitted for duplication must be accompanied by Department of Defense (DD) Form 844, Request for Local Duplicating Service in triplicate.

b. All requests for duplicating and printing of items over two pages which are not consecutively numbered must be accompanied by a completed pagination sheet (NPPSO 5603/54, available from DOIM). Actual page numbers from copy should be used. Foldouts should be included on the pagination sheet and marked with the length of the foldout. If the item being duplicated requires a different type of paper stock for the covers, enter the type of stock for covers at the top of the pagination sheet. If the cover is to be printed on the same paper stock as the text matter, then enter “cover” in the block for page 1. Requisitions will be returned if not properly completed.

c. Activities must assign realistic required delivery dates to each requisition. Urgent requirements will be negotiated in advance with the DPCO and DAPS. Duplicating work ordered on DD Form 844 will be picked up and delivered by DAPS on Tuesdays and Thursdays.

d. The duplicating process is done directly from originals printed on plain paper or letterhead.

e. All materials submitted for duplicating will be completely assembled and “camera copy/printer ready”. The original to be duplicated will be paper clipped, not stapled, to the requisition. Remove all staples in the original document. It is the responsibility of the requester to ensure that submitted materials are as legible as possible. DAPS is not responsible for alterations or adjustments to materials.

f. Computer printout lists, carbon copies, and dot matrix copies are not acceptable and will be returned. Material submitted should be printed on a laser printer.

g. Any memo or booklet containing blank forms without form numbers will be returned. Blank forms must be approved and numbered and will only be reprinted in a publication with sample entries.

h. Copyrighted materials (those authored by other than the requester) cannot be duplicated without the written consent of the copyright holder and if authorized, a copy of the written consent must accompany the request.

i. Publications from another Army agency or Department of Defense activity must be accompanied by a letter from the proponent/originator stating that copies are not available and authorizing local duplication.

j. Information and assistance concerning the type of duplication, the number of copies to be duplicated, and the distribution to be made is available from the DOIM, Support Services Section (IM-S).

CHAPTER 2. DEVENS RFTA ADMINISTRATIVE PUBLICATIONS.

2-1. Devens RFTA Command Policy Memorandum. Policy memorandums are temporary directives with a specified distribution, which have been approved by the Commander and are effective for two years after the date of issue, unless an earlier expiration date is assigned. In no instance will a Devens RFTA policy memorandum be published without prior written approval of the Commander. Policy memorandums will be signed by the Devens RFTA Commander or the DOIM.

a. Use. Devens RFTA policy memorandums are used to convey Command policy only.

b. Restrictions. A Devens RFTA policy memorandum will not be used to:

(1) Change a permanent Devens RFTA publication.

(2) Forward a draft copy of another publication with instructions to use it until the printed publication is received.

(3) Send information to other defense elements as action addressees.

c. Staff officers will ensure that:

(1) Devens RFTA policy memorandums are prepared in accordance with (IAW) paragraphs 2-1a. and 2-1b. above.

(2) Policy memorandums shall be in formal memorandum format IAW AR 25-50, Chapter 2.

(3) Policy memorandums contain an expiration date, based on subject and action to be taken, that does not exceed two years.

(4) Policy memorandums have correct multiple addresses for distribution purposes, based on need to know.

d. Processing policy memorandums.

(1) Forward original and a decision paper, to the Commander for approval/disapproval.

(2) After approval, forward the original memorandum and decision paper to IM-S for assignment of a policy memo number, reproduction, distribution, and stockage by DOIM.

2-2. Command Memorandums of Instruction (MOI). Will be used as a directive for the operation of one specific function or tasking. It will not direct continuing practices or actions, or establish and publish long-term policies or procedures. MOIs will be printed in formal memorandum format on letterhead paper.

2-3. Standing Operating Procedures (SOP).

a. Uses. The SOP is a clearly written set of instructions for an organization specifying detailed procedures for all functions to be performed. SOPs originate within the management element of an organization to establish routine operational procedures. An SOP is particularly useful in the orientation of newly-assigned personnel, and provides continuity when regular personnel are absent, enabling others to carry on the routine functions.

b. Restrictions: An SOP will not be established in lieu of a Devens RFTA administrative publication and will not contain policy statements.

2-4. Command Publications. Prepare Devens RFTA numbered publications (supplements, regulations, pamphlets, circulars or memorandums) IAW AR 25-30, The Army Integrated Publishing and Printing Program, and the guidelines set forth below. The staff activity having

primary interest in the subject matter is the proponent of the publication and is responsible for timely preparation and updating. When the staff activity of primary interest is not clearly indicated, the Devens RFTA Commander will assign responsibility.

a. Format for Publications. All Devens RFTA Administrative publications will follow a standardized format. The format is explained in detail in Appendix A, Template for Publications.

b. Coordination and Approval Procedures. Coordinate proposed publications with existing Army level and USARC level publications to prevent conflicts. All publications which are directive in nature will be staffed through the offices which are required to comply. All staffing lists for Devens RFTA administrative publications will include the DOIM, Executive Officer, and the Command Group as a minimum.

(1) All publications sent for staffing shall have line numbering in the left margin. Line numbering shall start with the number 1 and run continuous through the end of the document. Line numbering is used by the reviewer to identify which line in the document the comments refer to. The line numbering shall be removed at the end of the review process, prior to making the printout for final approval. To activate line numbering in Microsoft Word: from the File menu select Page Setup, select Layout, select Line Numbers. When the Line Numbers dialog box is displayed, select the following settings: put an "X" in the Add Line Numbering selection box, put a "1" after Start At, put a "1" after Count By, under Numbering select "Continuous".

(2) After the proponent's internal review and editing has been accomplished, the revised publication will be stamped "DRAFT". One copy will be made for each office through which the publication will be staffed.

(3) Send a cover memorandum requesting review of the document, explaining procedures for reply, and suspense date by when the review/coordination must be returned to your office. See figure 2-1, Sample Staffing Memorandum.

(4) All comments made during the staffing process must be evaluated and, if appropriate, incorporated into the publication. Any comments which are not incorporated must be replied to explaining the reason why they were rejected.

(5) Upon completion of staffing, submit final manuscript THRU the DOIM, Box 8, and Executive Officer, Box 2, FOR Commander, Box 1, for approval. For instructions see Devens RFTA Reg 1-1, Figure 2-24, Decision Paper Submitting Publication to Command Group for Approval, and Figure 2-25, Assembling Documents for Command Signature. The package will include all staffing comments and replies to rejected comments.

(6) Upon receipt of approval, forward the entire package to the DOIM, for addition of publication date, signature of Director of Information Management, reproduction, distribution, and stocking.

2-5. Publications Review Program. The Publications Review Program requires all publications to be reviewed by the proponent 18 months after publication or after the last review. The DOIM will administer the Publications Review Program in accordance with AR 25-30, Chapter 2, Section VI (change 1 dated 2 Aug 93). This program assists proponents in keeping numbered publications current, enables the DOIM to maintain a purified and current listing of publications for the benefit of customers, and enhances the effectiveness of written communication. The following procedures have been adopted to implement this program: One month prior to the 18-month review date of any Devens RFTA publication, IM-S will request that the proponent review that publication to determine accuracy, essentiality, and other matters pertaining to the publication or relating to the contents which may require some type of administrative action. The proponent will perform the review and notify the IM-S in writing of any needed changes. If no changes are needed a statement to that effect will be prepared.

S: dd mmm yy

AFRC-FAD-your office symbol (25-30q)

dd mmm yy

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: STAFFING OF PROPOSED DEVENS RFTA {publication type and number} “{title of publication}”

1. This coordination is in accordance with AR 25-30 “The Army Integrated Publishing and Printing Program”, Chapter 2, Section VI “Coordination, Approval, and Post-publication Comments”.
2. The enclosed draft copy of Devens RFTA {publication type and number} (enclosure 1) is provided for your comments only, it will not be used as an official document prior to being approved by the Installation Commander.
3. This document has been allowed a staffing review period of two weeks. We welcome any additional guidance, suggested changes, or improvements to this document. You are requested to provide any comments to this office by close of business on {dd mmm yy} using DA Form 2028 “Recommended Changes to Publications and Blank Forms (enclosure 2). If we need clarification or can not incorporate your comments we will contact you.
4. POC at the {your office name} is {poc’s name} at {phone #}.

2 Encl

TYPED NAME
Position

DISTRIBUTION:

A,B,C,-{#} ← *Don’t staff your own office.*

CHAPTER 3. PUBLICATIONS STOCKROOM MANAGEMENT.

3-1. Account Management.

a. Activities authorized to establish an account will forward their DA 12-R, Request for Establishment of a Publication Account and supporting DA 12-series forms through IM-S.

b. Activities will submit DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies, and DD Form 577, Signature Card, to the IM-S. DD Form 577 shall be updated as personnel changes occur.

c. Submit requisitions on DA Form 17, Requisition for Publications and Blank Forms and DA Form 17-1, Requisition for Publications and Blank Forms Continuation Sheet. The requisition will be annotated by the IM-S and a copy will be returned to the requester.

d. Requisitions for blank forms will be listed by category (DA, DD, etc.) in numerical sequence as they appear in DA Pam 25-30, Consolidated Index of Army Publications and Blank Forms; Devens RFTA Pam 25-30, Index of Administrative Publications and Blank Forms; FORSCOM Pam 25-30, Consolidated Index of FORSCOM Publications and Blank Forms; or USARC Pam 25-30, USARC Publications and Blank Forms Index.

e. When the "Due Out" column has been checked on a requisition more than once on requisitions for the same item, only the latest quantity ordered will be supplied.

f. The activity's publications officer will ensure that the following requirements are adhered to before authenticating a requisition:

(1) Material required is essential.

(2) Receipt will not exceed a 60-day stock.

(3) His/her signature and telephone number appears in Block 8 of request.

g. Activities will ensure that a separate DA Form 17 is submitted for classified, accountable, or sensitive items. These items must be picked up and signed for by an individual properly cleared for access to the requested material. A current DD Form 577 will be utilized for this purpose.

3-2. Devens RFTA/FORSCOM/USARC Publications.

a. Initial distribution of Devens RFTA publications will be made in accordance with the distribution schedules as stated on the individual publication.

b. Resupply copies of Devens RFTA administrative publications are available. Requisitions for resupply must be submitted on a DA Form 17 to IM-S.

c. FORSCOM and USARC publications may be ordered on a DA Form 17. These publications are not generally an in-stock item. IM-S will order all requested publications from the appropriate source. Allow at least two weeks for orders to be back-filled.

CHAPTER 4. FORMS MANAGEMENT PROGRAM.

4-1. Purpose. This chapter prescribes the objectives, responsibilities, policies and procedures governing the Forms Management Program of the Devens RFTA.

4-2. Objectives.

a. Ensure that forms developed with the Devens RFTA meet required standards of design prescribed by DA Pamphlet 25-31, Forms Management, Analysis and Design.

b. Create only necessary forms.

c. Eliminate obsolete forms and forms that can be consolidated into other forms.

d. Promote economy.

4-3. Responsibilities.

a. The DOIM will:

(1) Supervise the Forms Management Program of the Devens RFTA.

(2) Designate a Devens RFTA Forms Management Officer.

b. Staff Activities will:

(1) Designate a Forms Coordinator to manage their activity's forms program.

(2) Send an informal memorandum listing the names and telephone numbers of designated representatives to the DOIM. Subsequent changes will be submitted in the same manner.

c. Forms Coordinators will:

(1) Advise and assist personnel on forms management problems and procedures.

(2) Serve as point of contact for, and assist the Forms Management Officer in, conducting surveys on the status of forms originated by their staff activity.

(3) Review and sign all DA Form 17s, ensuring essentiality and that only a three-month supply is requested.

(4) Notify the Forms Management Officer in writing when local form, form letter, or overprint is no longer required or is replaced by another form.

(5) Ensure that directives, including correspondence, originating within their area of responsibility and prescribing the use of forms, form letters, overprints or labels are coordinated with the DOIM Forms Management Officer before publication or dispatch.

(6) Send requests for new or revised forms, form letters or overprints to the DOIM. Requests will include:

(a) A single sided original of the proposed form.

(b) Two copies of properly completed DD Form 67, Forms Processing Action Request, which is available from IM-S.

(c) DD Form 844, Requisition for Local Duplicating Service in triplicate.

4-4. Policies and Procedures.

a. Forms, form letters, overprints, and labels initiated within the Devens RFTA will be controlled by the DOIM Forms Management Officer.

b. Forms will not be prescribed or reproduced without the concurrence of the Devens RFTA Forms Management Officer.

c. Forms will be simplified and standardized IAW DA Pamphlet 25-31, Forms Management, Analysis, and Design.

d. When a form or its completion instructions are complicated and subject to possible misunderstanding, blank forms with sample entries may be shown in the prescribing directive. The illustration of blank forms in a directive without sample entries is prohibited in accordance with AR 25-30, paragraph 3-2b(4).

4-5. Categories of Forms.

a. Forms originating within the Devens RFTA are classified as local forms.

(1) Forms used by two or more staff activities are stocked by the IM-S. A prescribing directive is required in accordance with AR 25-30, paragraph 3-2b(2).

(2) One-user forms are stocked and used by the proponent activity.

b. Form letters are preprinted and stocked for recurring use and may be memorandums, endorsements, or letters. Form letters are stocked as in paragraph 4-5a above.

c. Overprints are forms which have some blocks that are always filled in with the same information. The repetitive information may be entered in advance. The form is then assigned an Overprint number and is reproduced.

4-6. Form Numbers.

a. Upon completion of the final design and receipt of required documentation, a permanent number will be assigned by the IM-S.

b. Test and one-time form numbers may be assigned.

4-7. Local Reproduction Authority.

a. The IM-S will order reprinting of local forms, form letters and overprints.

b. The proponent of local forms, form letters, and overprints will send a copy of the item and DD Form 844, in triplicate, through the Forms Coordinator who will sign Block 8b and forward it to the IM-S.

4-8. Reproduction Prohibited.

a. Duplication of forms, form letters, and overprints on office copiers is prohibited.

b. Requests for higher echelon “-R” (reproducible) forms should be submitted to IM-S on DA Form 17. If the activity is the sole user of a specific “R” form, a copy of the form and DD Form 844, in triplicate, should be submitted to the IM-S for approval prior to duplication.

4-9. Method of Distribution. When a new or revised local form is approved and published, initial distribution will be made as specified by the proponent.

4-10. Automated Forms. Automated forms are defined as forms which are re-created, completed, and printed by means of a computer, word processor, or other electronic means.

a. The form must be re-created in its entirety; the image will include the form title, number, and date, reference to the prescribing directive, Privacy Act statement, if applicable, and Requirement Control Symbol (RCS), Office of Management and Budget (OMB), or General Accounting Office (GAO) approval numbers, as required.

b. Procedural guidance.

(1) DA, DD, Standard Form (SF), Optional Form (OF), and other agency forms. Many forms are available as “electronic forms”. The approved and supported software is “Formflow” produced by Delrina and commercially available. The U.S. Army Publications and Printing Command (USAPPC) provides form files for use with the “Formflow” software. Primary distribution of the files is made on a CD-ROM numbered EM-0001 and titled the Army Electronic Library. The CD-ROM is updated and reissued on a quarterly basis. Distribution is

also available through their World Wide Web site at www-usappc.hoffman.army.mil, or through the DOIM Publications Stockroom. When requesting form files from DOIM, provide an informal memo listing the desired forms and a formatted 3.5" floppy disk onto which the files can be copied.

(2) Multiple user Devens RFTA forms and form letters. Written requests and an original of the automated form intended for use by more than one user will be submitted to the DOIM for review and approval. Automated forms for use with Formflow software will be designed by IM-S only.

(3) Single user Devens RFTA forms and form letters. Local one-user forms and form letters stored and printed exclusively by electronic means need not be numbered and controlled.

CHAPTER 5. OFFICE COPIER MANAGEMENT.

5-1. Prerequisite Actions. Determine whether copier requirements can be satisfied by using other machines in the immediate vicinity before submitting a request for an office copier. If uncertain as to where copiers are located in your area, call IM-S.

5-2. Requests for Copiers. Staff activities will submit requests for copiers to the IM-S, for evaluation and appropriate action. The request will include information required and format shown in Figure 5-1. The DOIM is the approval authority.

a. All copiers for Devens RFTA use will be leased by DOIM. Selection of model will be made strictly by anticipated volume, without exception.

b. Staff activities will not move or relocate copier equipment. Activities must submit a written request to IM-S stating make, model, serial number, ID Number, current location building and room number and relocation building and room number.

5-3. Copier Maintenance. Users requiring maintenance service should call IM-S and be prepared to furnish the following information: Staff activity, location, make, model, serial number, ID number and problem being encountered. No direct calls to the vendor are authorized.

OFFICE SYMBOL (MARKS Number)

Date

FOR Devens RFTA Director of Information Management, Box 8

SUBJECT: Copier Equipment Request

1. References:

- a. AR 25-30;
- b. USARC Supplement to AR 25-30;
- c. Devens RFTA Reg 25-30.

2. Background. (Provide background information identifying the problem, condition, or reasons leading to the request.)

3. Objective. (Briefly summarize the overall purpose, goal, or benefit to be achieved in accepting this request. Include other than monetary benefits expected from the proposed equipment. Fully explain anticipated gains in personnel time and justify the selection of the requested copier over comparable copiers of the same group.)

4. Equipment requested.

- a. (Specify model, manufacturer, and copier group.)
- b. (Include special features or additional accessories; for example, two-sided copying, automatic document feeder, automatic duplexing, collating, and reduction capabilities.)

5. Estimate of the types of materials to be copied during a typical month.

- a. (Include description of each type.)
- b. (Give number of originals, by type.)
- c. (Include average number of copies to be made of each original.)
- d. (Indicate copy to original ratio.)
- e. (Give monthly estimated volume.)

6. Other information.

- a. (Include distance from nearest copier that would satisfy existing requirement.)
- b. (Give proposed location of requested copier (building, room).)

Figure 5-1 Sample Format Memorandum for Copier Requests

c. (Indicate the quantity and security classification of classified material to be reproduced, if applicable.)

d. (Justify fully any foreseen increase in the amount of material to be reproduced. Give the basis for the increase such as a change in mission or function.)

e. (Include a completed DA Form 4951-R for each copier being considered.)

7. Method of procurement. Indicate whether the copier will be procured under flat rental, metered rental, or purchase.

8. Basis for request (enter justification).

a. (Indicate procedures currently used for copying material and state why existing copiers cannot be used; for example, relocation or centralization.)

b. (Identify nonmonetary benefits, if any, to be derived from proposed equipment. This information may be incorporated in paragraph 6.)

c. (Include current monthly cost (rental, purchase, maintenance, supplies, and so forth) of proposed copier.)

d. (Give estimated total monthly cost (rental, purchase, maintenance, supplies, and so forth) of proposed copier.)

e. (Include for special purpose or special feature copiers a separate justification for each. This justification will contain an economic analysis to demonstrate a cost savings or other overriding intangible benefits.)

SIGNATURE BLOCK

OFFICIAL:

EDWARD R. MURDOUGH
LTC, EN
Commanding

DISTRIBUTION:
A through D

DEPARTMENT OF THE ARMY
DEVENS RESERVE FORCES TRAINING AREA
Devens, Massachusetts 01432-4424

)
|-This section is always the same.
)

← blank line for publication date.

← blank line before series title line.

series title⇒

Information Management

pub. title⇒

TEMPLATE FOR PUBLICATIONS

↑Line formed with underlined tab stops, followed by one blank line.

HISTORY. This is the first publication of this Devens Reserve Forces Training Area (RFTA) Regulation.

SUMMARY. This regulation prescribes the guidelines to be used when writing administrative publications for the Devens RFTA.

APPLICABILITY. This publication applies to all Devens RFTA directorates and staff activities. It is both informative and directive in nature.

SUGGESTED IMPROVEMENTS. The proponent of this publication is the Directorate of Information Management (DOIM). Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, Devens RFTA, ATTN: AFRC-FAD-IM, Devens, MA 01432-4424.

CONTENTS

CHAPTER	TITLE	PARA	PAGE
Appendix A	TEMPLATE FOR PUBLICATIONS		A-1
	Tabs	A1	A-2
	Page Layout	A2	A-2
	Title Lines	A3	A-2
	Preamble	A4	A-3
	Table Of Contents	A5	A-3
	Line Format	A6	A-4
	Line Spacing	A7	A-4
	Page Numbering	A8	A-4
	Signature Block	A9	A-5

APPENDIX A. FORMAT. *← Chapter lines are boldface and UPPERCASE.*

A1. Tabs. Set tabs for entire document to .2 inch as default. *← Paragraph titles are boldface. The title of the paragraph is in Title Case (All Major Words Capitalized), and is followed by two spaces*

A2. Page Layout.

- a. Margins will be one inch all around. *← Sub-paragraph lines are Sentence case.*
- b. Headers and footers will be set to one half inch from edge of paper.
- c. Font will be Times New Roman.
- d. Font size throughout main document will be 12 point. Font size will be reduced to 10 point in the headers and footers. All items in footers, with the exception of page numbers, shall be boldface.
- e. Paper will be 8.5” x 11” oriented in the portrait mode.
- f. Headers and Footers will be different on first page, even pages, and odd pages.
 - (1) First page. Spell out the type of publication (Regulation not Reg). Right justify the header. No page numbering on first page of the publication.
 - (2) Even Pages. Abbreviate the type of publication (Reg not Regulation). Left justify the header. Page numbering in footer justified to outside (left) edge.
 - (3) Odd Pages. Abbreviate the type of publication (Reg not Regulation). Right justify the header. Page numbering in footer justified to outside (right) edge.

A3. Title Lines.

- a. Series title. AR 25-30, Table 2-4, lists all approved series numbers and titles for administrative publications. Only series titles from this listing will be used. The publication number assigned will be based on the series used. Series title line will be centered, will be in Title Case, and will not use boldface type.
- b. Publication title. Conform to title conventions of higher level publications whenever possible. Do not repeat “Devens RFTA” in the publication title, the fact that it is a Devens RFTA local publication will be clear from the publication number. The publication title will be centered directly below the series title, in UPPER-CASE boldface type.

A4. Preamble. The preamble will consist of the following parts:

- a. A centered horizontal line composed of tab stops with the underline feature turned on. This line will be the first line following the publication title line.
- b. A paragraph stating the HISTORY of the publication.
- c. A paragraph giving a SUMMARY of the topics covered in the publication. The order of listing within the SUMMARY should be the same as the order of the topics within the publication.
- d. A paragraph listing the organizational elements to which the publication is APPLICABLE.
- e. A paragraph stating the proponent, inviting SUGGESTED IMPROVEMENTS, and an address to whom any suggestions should be sent.
- f. The preamble will end with a centered horizontal line composed of tab stops with the underline feature turned on.
- g. Optional paragraphs may be added to the preamble. They will follow the four paragraphs required by A4b through A4e above.

A5. Table of Contents. A table of contents will be used if the publication is more than two pages long.

- a. Construction. The table of contents will be constructed using a TABLE with four columns and as many rows as required.
- b. Format. The table of contents will be formatted as shown in the following example.

		CONTENTS		
CHAPTER	TITLE		PARA	PAGE
		⇐ <i>Headings in boldface upper-case</i>		
		⇐ <i>Blank line</i>		
1	GENERAL	⇐ <i>Chapter titles in upper-case</i>		
	References	⇐ <i>Paragraph titles in Title-Case</i>	1-1	2
	Guidelines		1-2	2
		⇐ <i>Blank line</i>		
2	SUBJECT MATTER		2	3
↑ <i>centered</i>	↑ <i>left justified</i>		↑ <i>left justified</i>	↑ <i>right justified</i>

↑ *Note: This example has the borders shown to illustrate the use of a table. Do not print any borders in the final copy of Devens RFTA publications.*

- c. At the end of the Table of Contents insert a centered horizontal line followed by a hard page return so that Chapter 1 will always start at the top of a page.

A6. Line Format. *⇐ This is a paragraph line (Reference AR 25-30, Table 2-1).*

a. Paragraph lines. *⇐ This is a first level sub-paragraph line.*

(1) Turn bold on. *⇐ This is a second level sub-paragraph line.*

(2) Paragraph numbers start at left margin, and end with a period.

(a) The period is followed by one tab. *⇐ This is a third level sub-paragraph line.*

(b) The tab is followed by title and another period. *⇐ Do not indent beyond the second level.*

(3) Turn bold off.

b. Sub-paragraph lines.

(1) Do not use bold.

(2) Indent two tab stops for first level sub-paragraph.

(3) Indent three tab stops for second and third level sub-paragraphs.

(4) First level sub-paragraph lines use lower-case letter designations in alphabetical sequence (a, b, c...z; aa, ab, ac...az; ba, bb, bc...bz.) and are followed by a period and one tab stop.

(5) Second level sub-paragraph lines use Arabic numbers in parentheses followed by two spaces. There is no period after the parentheses.

(6) Third level sub-paragraph lines use lower-case letters in parentheses followed by two spaces. There is no period after the parentheses.

A7. Line Spacing. Leave one blank line between all paragraphs.

A8. Page Numbering. Page numbering will be suppressed on the first page.

a. Main body of text. On pages two through to the end of the main body of the text, page numbers will be at the outside corner of the footer in Arabic numbers (2, 3, 4,...n).

b. Appendixes. Pages in appendixes will be numbered A-1, A-2....A-999; B-1, B-2....B-999; etc.

(1) Each appendix will be made a separate section by inserting a section break at the end of the previous page.

(2) Access the Hheader and Footer tool bar. Set the Same as Previous button to the “up” or not selected position. Edit the footer for each appendix adding the appendix letter, a hyphen and the page number on both odd (right justified) and even (left justified) pages.

A9. Signature Block. The approved signature block will be:

OFFICIAL:	EDWARD R. MURDOUGH	⇐ <i>Upper-case</i>
	LTC, EN	⇐ <i>Upper-case</i>
	Commanding	⇐ <i>Title Case</i>
		⇐ <i>Four blank lines</i>
		⇐
		⇐
		⇐
DISTRIBUTION:		⇐ <i>Upper-case</i>
A through D		⇐ <i>Edit as applicable</i>